

D/OCI- 76-654A

9 JUL 1976

MEMORANDUM FOR: Chief, DDI Plans and Programs Staff

FROM : Chief, Administrative Staff, OCI

SUBJECT : OCI Cost Economies, FY 1976

REFERENCE : A. Memo for DDI from DDA,  
Subj: Fighting Inflation and Reducing  
Daily Operating Costs, dtd 3 June 1976.

B. Memo for Director, OCI from Chief,  
DDI Management Staff, Subj: same as  
Ref A, dtd 18 June 1976.

In accordance with the references, the following economies were achieved in OCI during FY 1976:

1. GROUP I

- a. Eight area familiarization trips by analysts were cancelled representing an estimated savings of \$25,200.00.
- b. Requests for attendance at a conference held in California were disapproved representing an estimated savings of \$2,000.00.
- c. One scheduled attendance at a Conference in Canada was cancelled representing an estimated savings of \$400.00.
- d. Three summer interns who were in process were cancelled for various reasons representing an estimated savings of \$2,880.00.
- e. The cost for renovations to the Production Division area was reduced by \$6,732.00 below the original estimate of \$18,309.00.

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2. GROUP II.

- a. Due to a reduction in the schedule of current intelligence publications, individuals were reassigned to other positions and/or lost through attrition and not replaced representing an estimated annual savings of \$121,000.00. (These figures do not include savings in printing and cartographic costs that were achieved through the reduction in the schedule of current intelligence publications.)
- b. Two full time staff employees converted to part-time status, one in December, the other in June representing an estimated annual savings of \$12,578.00 in salary costs.
- c. A maintenance contract with [REDACTED] Corporation was cancelled representing an annual savings of \$300.00.
- d. A rental contract with Xerox for a 660 Copier machine was cancelled, representing an annual savings of \$1,080.00.

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3. GROUP III

- a. During this period, 3 four-drawer safes and 23 two-drawer safes were returned to stock, representing a "savings" of equipment valued at \$8,100.00.
- b. Two [REDACTED] 650 Reproduction Machines were returned to stock, representing a "savings" of equipment valued at \$2,150.00.
- c. During this period, OCI instituted a program for the conversion of analyst files from hard copy to microfiche. Although some inroads have been made in reducing files, we have not had sufficient time to appraise analyst reaction to the change in recall and use of

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microfiche rather than the hard copy file. Should this program prove acceptable to the analyst more files will be converted to microfiche freeing space and equipment. The reduction in storage space and equipment will enable OCI to realize a cost savings, and also free space which may be required for the installation of computer terminals.



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